

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-59**

OPENING DATE: 22 May 13 **CLOSING DATE:** 5 Jun 13 **AGENCY:** 5701 **PIN:** 0877
& 1008

POSITION: TADSS INSTRUMENTATION SPECIALIST

STARTING SALARY: \$29,125.83

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent GED and eight (8) years of military experience in company maneuver, tactics and doctrine with integration Training Aids Devices Simulations and Simulators (TADSS) on combined arms combat operations.
2. Basic knowledge of computers and office automation software; word processing, database management, spreadsheets, and power point.
3. Must have working knowledge of small arms and crew served weapons currently used in military operations.
4. Physical condition of such nature as to permit lifting, stooping, climbing and the ability to move and lift objects weighing up to 60 pounds.
5. Basic knowledge of military logistics and accountability of property and equipment.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Confers with commanders to provide the requisite support to allow for timely, effective, and economical use of TADSS in programmed training events.
2. Assists commanders in the development of training support plans using TADSS to enhance training.
3. Works with Master Gunner and unit NCOs to ensure proper integration of TADSS into training strategies.
4. Maintains currency on all system upgrades and provides procedures to test, validate, and certify equipment functions prior to scheduled training events.
5. Conducts training on current and future issues and developments in the TADSS arena.
6. Operate a variety of computer systems that are within the TADSS arena.
7. Working knowledge of supply procedures for accountability of equipment.
8. Able to work extended hours and weekends to support training.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1Apr00)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94), MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.